

60-1955

CENTRAL INTELLIGENCE AGENCY

OFFICE OF CENTRAL REFERENCE

18 March 1960

MEMORANDUM FOR: Deputy Director/Intelligence


SUBJECT : Proposed Change in OCR Non-Duty Hour Responsibilities

1. Each Saturday a duty officer, minimum grade GS-13, and a secretary report to [redacted] the officer serving from 0900 to 1300; the secretary from 0830 to 1230. A review of the Duty Officer log back to January 1959 revealed the receipt of CRITIC cables on two occasions, and the receipt of routine cables on several other occasions; no action was required by the Duty Officer except the forwarding of the CRITIC cables to the Document Division Cable Section. The only request levied on the Duty Officer during the time period surveyed was for a copy of the New York Times.
2. Each Thursday morning prior to a meeting of the National Security Council, a CIA Library representative comes in to the library on stand-by at 0800 and a secretary similarly reports to my office. In the past two and one-half years, the secretary has received one call: for a New York Times. In the same time period the library representative has received two calls: one for a New York Times and one for the number of Germans in the Italian Tyrol.
3. OCR has a designated On-Call officer each week; it is he who comes in on Saturday mornings. Were he to receive a specific request while on duty Saturday, he would have to contact the appropriate OCR division representative to get the information. In the case of the New York Times, this is distributed by the Courier Service. The CIA Watch Officer has a roster of OCR Duty Officers to contact in the event that he is unable to contact Mr. Howerton, Mr. Briggs, or myself.
4. Concerning Saturday duty then, I recommend that the Duty Officer be on-call at home, available by phone, and that the Watch Officer be the instrument for reaching him as required. The need for a secretary on duty would therefore be obviated. Instructions could be issued to send CRITIC cables not requiring OCR action to the Cable Section, which is open Saturdays from 0730 to 1500.
5. Concerning Thursday morning: I recommend that we cut out the requirement for a secretary in my office from 0800 to 0830 but that the library stand-by representative be retained.

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6. In the event that a copy of the New York Times or other newspaper is needed during off-duty hours, I recommend that the request be made directly to the Courier Service, since it is the initial distribution point for the daily newspapers.


Assistant Director
Central Reference

Recommendations Approved:

Deputy Director/Intelligence